

Office of State Procurement
State of Louisiana
Division of Administration

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JOHN BEL EDWARDS
GOVERNOR



JAY DARDENNE
COMMISSIONER OF ADMINISTRATION

MAY 02, 2016

ADDENDUM NUMBER 01

Your reference is directed to **Solicitation Number 3000005474**, DOTD Contract -35MM MICROFILM SERVICES, which is scheduled to open at 10:00 a.m. (CT) on May 24, 2016.

The Attached Pages 2-3 are to be made part of the referenced solicitation:

THIS ADDENDUM IS HEREBY OFFICIALLY MADE A PART OF THE REFERENCED PROPOSAL.

ACKNOWLEDGEMENT: If you have already submitted your bid and this Addendum **does not** cause you to revise your bid, you should acknowledge receipt of this Addendum by identifying your business name and by signing where indicated. You may return this Acknowledgement by mail to: Office of State Purchasing, Post Office Box 94095 Baton Rouge, LA 70804-9095 by hand delivery to: 1201 N. Third Street, Suite 2-160 Baton Rouge, LA 70802 or by fax to: (225) 342-9756. The State reserves the right to request a completed Acknowledgement at any time. Failure to execute an Acknowledgement shall not relieve the bidder from complying with the terms of the bid.

Addendum Acknowledged / No Changes:

For: _____ By: _____

REVISION: If you have already submitted your bid and this Addendum requires you to revise your bid, you must indicate any change(s) below, identify your business name and sign where shown.

Revisions shall be delivered prior to bid opening in a sealed envelope marked with the file number and the bid opening date and time, either by mail to: Office of State Purchasing, Post Office Box 94095, Baton Rouge, LA 70804-9095, or by hand delivery to: 1201 North Third Street, Suite 2-160, Baton Rouge, La 70802, or by fax to: 225-342-9756. Electronic transmissions other than by fax are not being accepted at this time.

Revisions received after bid opening shall not be considered and you shall be held to your original bid.

Revision: _____

For: _____ By: _____

ADDENDUM #01
SOLICITATION # 3000005474

DOTD CONTRACT- 35MM MICROFILM SERVICES

VENDOR'S INQUIRIES AND STATE RESPONSES

1. **VENDOR'S INQUIRY:** Whether companies from Outside USA can apply for this? (like, from India or Canada)

STATE'S RESPONSE: Yes, Please refer to Page 4 Special Terms and Conditions: Procurement of United States Products

2. **VENDOR'S INQUIRY:** Whether we need to come over there for meetings?

STATE'S RESPONSE: Yes, Please refer to Page 2, SPECIFICATIONS #1 and 2 of SPECS-MICROFILM SVCS

3. **VENDOR'S INQUIRY:** Can we perform the tasks (related to RFP) outside USA? (like, from India or Canada)?

STATE'S RESPONSE: No, Please refer to Page 2, SPECIFICATIONS #2 of SPECS-MICROFILM SVCS

4. **VENDOR'S INQUIRY:** Can we submit the proposals via email?????

STATE'S RESPONSE: No, Please refer to Page 1 Special Terms and Conditions: Bid Delivery Instructions

5. **VENDOR'S INQUIRY:** Is the 110000 quantity for individual pages or for the multipage documents?

STATE'S RESPONSE: Multipage Documents

6. **VENDOR'S INQUIRY:** Can the documents be taken off site (assuming that if needed, they would be able to be pulled and returned in a digital format within 1 business day)?

STATE'S RESPONSE: Yes the documents can be taken off site and returned in a digital format.

7. **VENDOR'S INQUIRY:** If taken offsite, do they need to be returned or can they be securely destroyed?

STATE'S RESPONSE: Answered in Specification section labeled "Disposal of Documents"

8. **VENDOR'S INQUIRY:** The solicitation states that there are multiple sizes of drawings, can an estimate be provided for the approximate counts by size?

STATE'S RESPONSE: We have multiple size drawings, an estimate can't be provided because State Projects are being completed throughout the year.

9. **VENDOR'S INQUIRY:** Are the drawings single sided or double or mixed?

STATE'S RESPONSE: Single

10. **VENDOR'S INQUIRY:** Is there a minimum or maximum desired completion time?

STATE'S RESPONSE: Maximum- Thirty Days

11. **VENDOR'S INQUIRY:** Is there a requirement for this performed on a planetary camera or can it be scanned then filmed on a digital archive writer?

STATE'S RESPONSE: Can be scanned then filmed digital archive writer.

12. **VENDOR'S INQUIRY:** Can an appointment be made to view the drawings in their current form and storage method or will there be an open house day for vendors to visit?

STATE'S RESPONSE: Bid requires a jobsite visit, see page 2 of Special Conditions and Specifications, #1 under Specifications.

13. **VENDOR'S INQUIRY:** Is this job for a backlog of drawings or ongoing new recordings or both?

STATE'S RESPONSE: Ongoing new records.